

RESTRICTED

7 May 1946

CENTRAL INTELLIGENCE GROUP

SECRETARIAT MEMORANDUM NO. 3

SECRETARIAT PROCEDURE IN INTERDEPARTMENTAL  
COMMITTEES UNDER THE COORDINATION OF THE  
DIRECTOR OF CENTRAL INTELLIGENCE

It is anticipated that a number of standing interdepartmental committees will be established to conduct intelligence projects under the coordination of the Director of Central Intelligence. Whenever such committees prepare permanent records or formal announcements for the information and guidance of departments and agencies, it is desirable that they conform generally to secretarial practices established by the Secretary, N.I.A. It is also necessary that the Secretary, N.I.A., be currently informed of the committee's activities. Therefore, the secretariats of such committees should confer with the Secretary, N.I.A., with regard to the desired standards of secretariat procedure.

JAMES S. LAY, JR.,  
Secretary, N.I.A.